



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 2/1/2013	<u>Interviewer:</u> Laura Langley	<b>RFA #13 – 02</b>
<u>Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u>		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.)</u> Student [REDACTED] (last name not provided)		
[REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status:  Male  Female  Administrator  Faculty  Staff  Student  
Concern Regarding:  Male  Female  Administrator  Faculty  Staff  Student

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Employment
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input checked="" type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Veteran Status	

Time Line		
Date	Item	Comments
2/1/2013	LKL t/c w [REDACTED]	<p>One instructor assistant [REDACTED] in his class was upset because her boyfriend is moving out of housing he shares with another instructor assistant because of a question of illegal activity. The boyfriend's roommate (the second instructor assistant) is now allegedly posting things to Facebook about the upset instructor assistant that could hurt her reputation. [REDACTED] didn't want to identify the other instructor assistant, but [REDACTED] knows who it is.</p> <p>No expression of being physically unsafe or that the posts are sexually harassing. Gave [REDACTED] info re: CASAS and Counseling Center 24 hour line for him to share with student.</p> <p>After discussion with Sue, referred to Michael Sledge, Assistant Dean of Students. LKL called Michael Sledge and he will call [REDACTED]. Will bring EOO back in if an EO issue is identified.</p>

Resolution:

Resolved to Individual's Satisfaction [R]  Unresolved [U]  
 Transitioned to Complaint [F]  Referred to another University Office [REF]

***Provide a summary of the discussion, including recommendations provided. Subsequent discussions, requests for assistance and/or follow-ups on this issue should be included chronologically below.***